



Quick Reference Guide FOIAonline

How to Close a Task

This Quick Reference Guide provides instructions for closing out a task in FOIAonline.

1. Click on the gray **Edit or Close Out Task** button on left navigation bar. (Figure 1)
2. Choose your selection from the “**Outcome**” options. (Figure 2)
3. Include any additional necessary information in the “**Comments**” box.
4. Click the green **Close Out Task** button.

Figure 1: Request Details

Task Details

Make Assignment

Upload Responsive Records

Create Correspondence

Create Comment

Create Consultation

Create Referral

Edit or Close Out Task

Request Details

Tracking Number : EPA-R6-2013-009622

Requester : Joshua E. Robinson

Organization : Tulane Environmental Law Clinic

Requester Has Account : No

Task Details

Task Type : Fee Waiver

Assigned To : Cynthia Floyd-Coleman (Headquarters)

Submission Details | Case File | Admin Cost | Assigned Tasks | Comments | Review

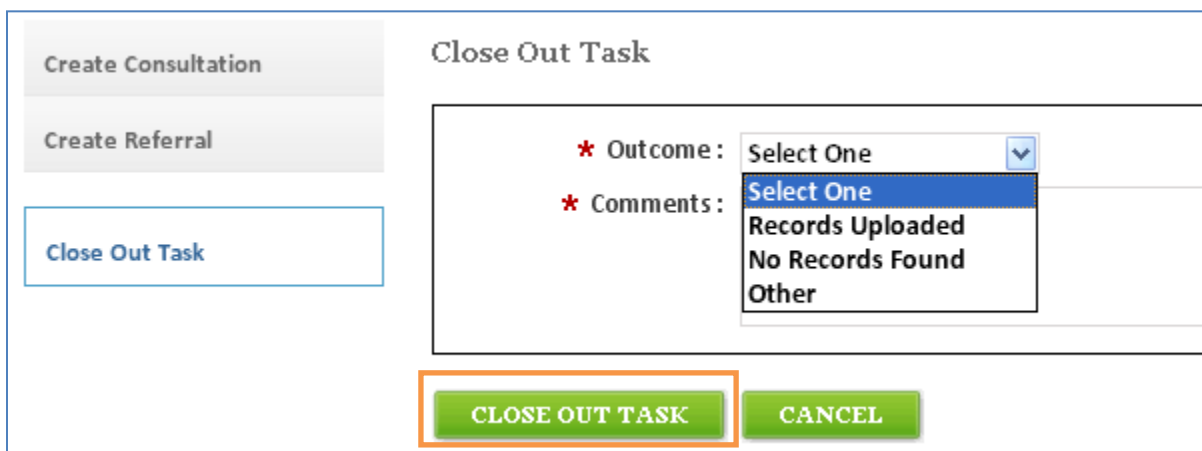
Request Handling

Requester Info : Yes

Request Perfected : Yes

Available to the Public : Perfected Date : 09/05/2013

Figure 2: Outcome of Task



The screenshot shows a web interface for closing out a task. On the left is a sidebar with three buttons: 'Create Consultation', 'Create Referral', and 'Close Out Task'. The 'Close Out Task' button is highlighted with a blue border. The main area is titled 'Close Out Task' and contains two required fields, each marked with a red asterisk: 'Outcome:' and 'Comments:'. The 'Outcome:' field is a dropdown menu currently showing 'Select One' with a downward arrow. The 'Comments:' field is a text input area. A dropdown menu is open for the 'Outcome:' field, displaying four options: 'Select One' (highlighted in blue), 'Records Uploaded', 'No Records Found', and 'Other'. At the bottom of the form are two green buttons: 'CLOSE OUT TASK' and 'CANCEL'. The 'CLOSE OUT TASK' button is highlighted with an orange border.

NOTE: In order to close a request, all tasks must be closed.